

PQS QUALIFICATION SHEET

Zone Supervisor (ZS) Module

Name of Trainee	Qualification Start Date	Date Qualified Recruiter-In- Charge

PQS Standard	Trainee (Signature)	PQS Qualifier (Signature)	Date
1. Training			
2. ERPMS			
3. DEP Leadership			
4. Territory Analysis			
5. NAVCRUITSTA Visits and Inspections			
6. Marketing			
7. Goaling			
8. Personnel Performance Reviews			
9. Recruiting Awards and Recognition Programs			
10. Administration			
11. Government Vehicles			
12. Zone Leadership and Core Values			
13. Final Qualification			

	Discuss/ Initial			Demonstrate/ Initial			Remedial/ Re-qualify		
	T R A I N E E	T R A I N E R	D A T E	T R A I N E E	T R A I N E R	D A T E	T R A I N E E	T R A I N E R	D A T E
1. Training (COMNAVCRUITCOMINST 1500.4). Demonstrate the ability to train and evaluate RinCs in the following areas utilizing Professional Sales Coaching skills:									
a. Leadership									
b. Prospecting/NERP (all methods)									
c. School Canvassing Program									
d. Area Canvassing (ACP)/ Itinerary (IT)									
e. Enlistment Programs and BEERS									
f. PSS									
(1) Applications Workshops									
(2) Applicant Compensation Evaluator (ACE)									
(3) Sales Performance Tool Kit (SPTK)									
(4) Navy Recruiting Simulation Tool (SiMmersion application)									
g. Develop and utilize the PATE									
h. Enlistment Kit Preparations/Quality Control									
i. Enlistment/Affiliation Processing									
j. LEADS (Local/National/ Referrals/Internet)									
k. PQS modules									
l. STEAM and ASAD DoD data utilizing WINSTEAM and WEBSTEAM									
m. SMART System									
n. DEP Leadership Program									
(1) DEP Tool Kit									
o. Stress Management									
p. ERPMS and Time Management									
q. Professional and Personal Development									
r. Explain various methods used to create a professional work environment that fosters open communication, Teamwork and a developmental climate									

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s. Professional Sales Coaching:									
(1) Professional Sales (Prospecting, Interviewing, Processing, Shipping, Training) Coaching Issues Diagram									
(2) Observed coaching calls									
(3) Joint coaching calls									
(4) Modeling coaching calls									
(5) Coaching conversation:									
(a) Diagnosis									
(b) Action planning									
(6) Developmental Action Plans utilizing PIPST resources									
t. Privacy Act 101, 102, 103.									
u. Complete Privacy Act 101 & 103.									
2. ERPMS (COMNAVCRUITCOMINST 1130.8). Demonstrate the ability to:									
a. Utilize and properly maintain ZS Applicant Logs as a result of an effective daily production review with the RinCs									
b. Analyze ZS Applicant Logs to monitor processing and follow-up requirements									
c. Demonstrate the ability to develop and adjust ZS Monthly Planner/Itinerary									
d. Demonstrate the ability to develop a Zone Prospecting Plan based on PATE and other resources to ensure AC/RC goal attainments									
e. Review Attain Not Drilled List									
f. Review Bought Not Attained List									
g. CIRIMS Attainments (Reporting Requirements)									
3. DEP Leadership. Demonstrate the ability to:									

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a. Conduct an Executive screen on a station DEP pool									
b. Evaluate the utilization and effectiveness of the DEP Tool-Kit during a station DEP meeting and analyze DEP meeting attendance trends									
c. Professionally handle concerns of DEP personnel who refuse to obligate									
d. Identify, report and monitor DEP problems to the chain of command									
e. Conduct a DEP audit									
f. Conduct a DEP/RTC attrition analysis while noting specific trends based on market demographics, zip codes, education codes, stations, etc									
4. Territory Analysis. Demonstrate ability to perform a territory analysis with WEBSTEAM and other resources to evaluate:									
a. Market potential									
b. Recruiter assignment									
c. Station location									
d. Goal allocation									
5. NRS Visits and Inspections									
a. Explain purpose of, and demonstrate the ability to plan a NRS visit									
b. Conduct an NRS inspection per COMNAVCRUITCOMINST 5040.2									
c. Demonstrate the ability to develop a plan of action to ensure correction of inspection discrepancies									
6. Marketing									
a. Explain how to validate Zone/NRS market/territory data for annual STEAM update									
b. Demonstrate the ability to use Local and National LEADS reports (Ensure maximum conversion of LEADS in response to marketing dollars expended)									

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c. Explain how recruiting field personnel are to use RADS and be made aware of the Navy's marketing campaigns									
7. Goaling									
a. Demonstrate a working knowledge of DST and its use									
b. Explain the relationship between DST and new contract placement, work force goal and prospecting mix									
c. Explain NRD goaling policy in relation to:									
(1) Zone/station AC goal allocation									
(2) Zone/station RC goal allocation									
(3) Contract placement									
(4) Special programs									
d. Demonstrate the ability to assign station goals with reference to fair share goaling and DoD All Service Accession Data									
8. Personnel Performance Review. Demonstrate the ability to conduct:									
a. Mid-term counseling									
b. Enlisted performance evaluations/fitness reports									
c. Recruiter Development Boards									
d. Informal/formal counseling									
9. Recruiting Awards and Recognition Programs:									
a. Explain the awards programs at all levels, including the Recruiting Command Advancement Program (RCAP)									
b. Demonstrate the ability to write recommendations for individual awards									
10. Administration. Explain the purpose and ZS responsibilities for the following:									

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a. Recurring reports									
b. District Advertising Plan									
c. District Marketing Operations Plan									
d. Ombudsman Program									
e. Explain how NAVCRUITSTA budget inputs are obtained and compiled into a Zone budget input and submitted via the chain of command									
f. Demonstrate the ability to plan and conduct a Zone production meeting									
g. Drill verification reports. (Attach/Submit via CIRIMS)									
h. Quality Check Reserve residual. (Residual Maintenance) (RC kits)									
i. Explain CANREC Program (BUPERSINST 1001.40). Explain the Hire Procedure and the ZS's responsibilities									
j. Explain the ZS's responsibilities with inputs and preparation for the following boards (COMNAVCRUITINST 5400.2E CH-7):									
(1) Recruiter Development Board (RDB)									
(2) Recruiter Qualification Board (RQB/PQS)									
(3) Recruiter Eligibility Board (REB)									
k. Discuss the different types of transfers from recruiting duty (Fault, No Fault, Incompatible)									
l. Discuss the NRC policy governing personnel moves									
11. Government Vehicles									
a. Demonstrate the ability to conduct a Zone Vehicle Safety Stand-down									
b. Explain proper use of a government vehicle, including policy for domicile to duty									
c. Explain accident-reporting procedures									

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12. Zone Leadership and Core Values									
a. Explain NAVCRUITCOM'S mission statement									
b. Summarize NAVCRUITCOM'S current priorities									
c. Explain how the Navy's five Leadership Core Competencies relate to the position of the Zone Supervisor:									
(1) Accomplishing the Mission									
(2) Leading People									
(3) Leading Change									
(4) Working with People									
(5) Resource Stewardship									
d. Explain how a ZS impacts core values in the recruiters, RinCs, DEP personnel and the local community									

13. Record of Qualification:

a. Recommended for PQS Qualification Board. Date: _____

I, _____, certify that _____
(Name/Rate/Qualifier Position) (Name/Rate)

is ready for final qualification by a PQS Board for the position of Zone Supervisor.

Qualifier's Signature _____

b. Qualification Board: Date: _____

We certify the examinee to be fully qualified for the position of Zone Supervisor.

Board President (Name/Rate/Position) (Signature)

Region Representative (Name/Rate/Position) (Signature)

Board Member (Name/Rate/Position) (Signature)

Board Member (Name/Rate/Position) (Signature)

Board Member (Name/Rate/Position) (Signature)

c. Approved:

Commanding Officer, NRD _____
(Signature)

d. Service Record Entry (Page 4)

Chief Administrator, NRD _____
(Signature/Date)

You are hereby granted an extension. Your new maximum qualification date is _____.
(Attach a copy of extension request with justification).

NRD Commanding Officer

Copy to:
Member's Training Record